EXCAVATION/RIGHT-OF-WAY PERMIT APPLICATION

906-932-5050

SUBMISSION INFORMATION ***Please allow at least three (3) business days for processing.***	
Email: andersonp@ironwoodmi.gov Mail: City Engineer, 213 S. Marquette St., Ironwood, MI 49938 In Person: 213 S. Marquette St., Ironwood, MI 49938	**Fee: $50.00** (Cash, Check, Credit Card) Checks: Make payable to City of Ironwood. Credit Cards: Additional processing fee applies. Can be paid Online

PROJECT INFORMATION **A site plan or sketch plan must be submitted along with this Permit Application**					
Address of Project Location					
Nearest Cross Streets	and				
Proposed Start Date		Estimated Completion Date			
Project Components (Check all that apply)	**Construction**		**Excavation for Utilities**		**Right-of-Way Storage**
	☐	New Driveway	☐	Sanitary Sewer	☐ Earth
	☐	Curbing	☐	Storm Sewer	☐ Building Materials
	☐	Sidewalk	☐	Water Service	☐ Machinery
	☐	Other (describe):	☐	Other (describe):	☐ Other (describe):

LICENSING & INSURANCE INFORMATION – **Current documents must be attached to this application if not already on file. Call 906-932-5050 to verify what is on file.**	
All Excavation Work	Requires Certificate of Liability Insurance
Water & Sewer Work	Requires Contractor, Plumber, or Septic Installer License
Concrete Work	Requires Contractor License

CONTACT INFORMATION & SIGNATURES

We, the Owner/Agent of the described property hereby apply to the City of Ironwood for an Excavation/Right-of-Way Construction Permit. As a condition of approval, we the Owner/Agent agree to verify the exact location of any existing easement(s) or right-of-way(s). Additionally, we state by signing this application that we have the authority to execute this agreement and permit on the property owner's behalf and that any permit issued upon false statement of any fact which is materials to the issuance of the permit hereof, shall be void.

I understand that submission of this application *IS NOT* an authorization to begin work. Work may only commence after approval and issuance of the permit.

PROPERTY OWNER		LICENSED CONTRATOR	
Company		Company	
Name		Name	
Address		Address	
City, State, ZIP		City, State, ZIP	
Phone #		Phone #	
Email		Email	
Signature ➔		**Signature ➔**	
Date		Date	

**********THIS SECTION CITY STAFF USE ONLY**********					
Engineer Approval:					
Date Submitted		Fee Paid	$	Receipt #	

IRONWOOD
MICHIGAN | Find Your North

PROJECT:
JOB:
BY:
DATE:
SCALE:
OTHER:

CITY OF IRONWOOD EXCAVATION/RIGHT-OF-WAY PERMIT GUIDELINES

GENERAL INFORMATION

This permit is required to perform work within any Public right-of-way or easement. Typical examples of this work include but are not limited to: sanitary sewer replacement, driveway construction, private utility installation and sidewalk replacement. Restoration shall be the responsibility of the applicant and work is expected to be completed to “as good as” or “better than” original condition. The applicant will state on this application any roadway lane restriction, closure or detour prior to construction. A 48 hour notice must be given to the City of Ironwood Public Safety Department by calling (906) 932-1234 prior to implementing any lane restrictions, lane closures, or detours.

Please allow (3) three business days for your permit request to be processed.
An approved permit is only valid for (30) thirty days after issuance.

Before You Dig, Call MISS-DIG 1-800-482-7171

The Property Owner/Contractor will be responsible for damage to any existing walks, curbs, pavement, lawns, etc. and will be required to replace/repair to existing or better condition. All repair activities should be coordinated with the City of Ironwood Staff. It is the Property Owner/Contractor’s responsibility to make sure all work is in compliance with MIOSHA safety standards and standard construction practices. The City of Ironwood reserves the right to stop any and all work if the Property Owner/Contractor is not in compliance with the guidelines of the Excavation/Right of Way Permit.

FEES

If this permit is applied for prior to the start of any construction activity, the Permit fee shall be $50.00. If any construction activity has started prior to this permit application, a Permit Fee of $100.00 shall be imposed. Additional fees may be imposed at the discretion of the City of Ironwood. Items of work that require inspection outside of normal City of Ironwood business hours will be assessed an additional fee.

TIME OF COMPLETION

All work shall be done within the dates specified on the Excavation/Right-of-Way Construction Permit. This is to include restoration of all areas affected by permitted activities. Failure to comply with the time constraints setup within the permit, without prior notification to the City of Ironwood Staff, may result in the suspension of all work on the site. The City of Ironwood, at its discretion, will deem the best solution to complete the permitted work. This may include the City of Ironwood completing the permitted work and charging the Property Owner on a time and materials basis.

SITE PLAN

A site plan may be required to process a Excavation/Right-of-Way Construction Permit. The site plan should show all existing conditions and proposed changes if applicable.

INSPECTION

Inspection of underground utilities must be made before backfilling. Please contact the City of Ironwood Staff to coordinate inspection. Inspection of other permitted activities may also be required. The City of Ironwood will, at its discretion, decide when an inspection is warranted.

BACKFILLING

All excavations shall be backfilled according to the Michigan Department of Transportation (MDOT) 2012 Standard Specifications for Construction or the latest revision. This includes:

1. Backfill using only clean fill.
2. Compact sub-base (sand) in lifts not to exceed 12 inches.
3. Compacting sub-base (sand) to 95 percent of the maximum unit weight for its entire thickness, density tests may be required at the Property Owner/Contractor’s expense.
4. Match the existing depth of base (gravel). Provide at a minimum 6 inches of compacted MDOT 22A gravel.
5. Compacting base (gravel) in lifts not to exceed 6 inches.
6. Compacting base (gravel) to 98 percent of the maximum unit weight for its entire thickness, density tests may be required at the Property Owner/Contractor’s expense.
7. Provide a minimum of 3-inch thick (or match existing if thicker) Hot Mix Asphalt patch for all excavations within a paved street. When Hot Mix Asphalt is not readily available the excavation must be filled with a sufficient thickness of Cold Patch to maintain a smooth riding surface until a minimum of 3 inches (or match existing if thicker) of Hot Mix Asphalt can be placed. The City of Ironwood will, at the Property Owner/Contractor’s expense, provide temporary and permanent patching on a time a material basis.

SIGNAGE AND MAINTENANCE OF TRAFFIC

The property owner/contractor is required to have proper signs and traffic control devices for the permitting construction activities. When construction signs are required, a signage plan shall be submitted with the application. All signage shall conform to the Michigan Department of Transportation Manual of Uniform Traffic Control Devices Revised 2011 Edition.

Safe traffic flow shall be maintained at all times during construction. If a detour or lane closure is required for the permitted activity a Maintenance of Traffic Plan shall be submitted with the permit at least 24 hours in advance of any construction activity. The Maintenance of Traffic Plan shall conform to the Michigan Department of Transportation Manual of Uniform Traffic Control Devices Revised 2011 Edition.

It is the Property Owner/Contractor's responsibility to maintain and monitor all construction signs during the course of the permitted activity and to remove the signs at the completion of the work.

CONTRACTORS AND SUBCONTRACTORS LIABILTY INSURANCE (REQUIRED)

Each Contractor and Sub-Contractor shall provide the City of Ironwood with evidence of the following types of insurance on all operations under this Contract:

Workers Compensation	
Coverage A - Compensation	Statutory
Coverage B - Employers Liability	$100,000
Comprehensive General Liability - Combined Single Limit (minimum)	$1,000,000
Comprehensive Automobile Liability - Combined Single Limit (minimum)	$1,000,000

The City of Ironwood shall be named additionally insured on both the General Liability and Auto Liability policies.

NOTICE FOR EXCAVATIONS

Act 53 of Public Acts of 1974 requires that all persons obtaining excavation permits be notified that they must comply with the provisions of that Act.

1. Any person causing an excavation to be made (including non-powered tools) shall comply with the provisions to notify the respective utilities of their intent to excavate, at least 72 hours in advance.

2. Utilities within the City of Ironwood can be notified as follows, but "Miss-Dig" will handle all calls and service:

Sewers	City of Ironwood Engineering Dept.	932-5050 x 116
	Department of Public Works	932-5050 x 111
Water	City of Ironwood Water Dept.	932-5050 x 111
Electrical	Xcel Energy	(800) 895-4999
Telephone	AT&T	(800) 482-7171
Gas	Xcel Energy	(800) 895-4999
Cable TV	Charter Communications	(888) 438-2427